



## SPONSORSHIP REQUEST FINAL REPORT

### Agency Information

Name of Agency: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Event Information

Event Date(s): \_\_\_\_\_ Event Location: \_\_\_\_\_  
Name of Event and Agency/Organization Host: \_\_\_\_\_  
Theme or purpose of event: \_\_\_\_\_

### Event Report (Due within 30 days after the date of the event)

1. Date Event activities concluded: \_\_\_\_\_
2. Number of participants: \_\_\_\_\_
3. Description of any follow-up (i.e. ideas that will be implemented as a result of the event)
4. Attach final budget, showing:
  - a. Total expenditures (site rental costs, promotion/mailing, material costs, and other costs)
  - b. Total amount of revenue received for the event from all sources (including Commission funds), and their origin
  - c. Statement of how any excess revenues will be used, set-aside, or returned to First 5 Inyo
5. Attach results from any satisfaction surveys (or summarize).